



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

August 3, 2016

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application.

WORKING TITLE:	Outreach Specialist
STATE JOB TITLE:	DMR-NERR Resource Specialist I
ANNUAL STARTING SALARY:	\$27,780.92
OFFICE:	Grand Bay National Estuarine Research Reserve (GBNERR)
LOCATION:	Moss Point, Mississippi
RECRUITMENT DATES:	August 3, 2016 – August 24, 2016

ESSENTIAL FUNCTIONS: This is a professional position providing assistance to the Grand Bay National Estuarine Research Reserve (GBNERR). The position will include responsibilities relating to the Coastal Training Program (CTP) and the Education Program at the Reserve including assisting with training workshops, including logistics, communications and scheduling; interacting with visitors of all ages in the interpretive center; assisting in the implementation of K-12 and community education activities both onsite and on-the-road; integrating with team members from other sectors (Research, Stewardship) to help identify education and training needs, and to provide field assistance on occasion; assisting with administrative work as needed; managing social networking including Facebook, Twitter, and website updates; developing and posting the quarterly newsletter with assistance from staff; and, conducting kayak tours and maintaining the kayaks, other educational field equipment and vehicles in good working order; plus a variety of other tasks as needed. Activities will be closely coordinated with the GBNERR, National Oceanic and

Atmospheric Administration (NOAA), and other partners, consistent with the goals and objectives of the Reserve, Mississippi Department of Marine Resources (MDMR), and NOAA. This position will be directly supervised by the CTP Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have: a science background and excellent communication, interpersonal, and outreach skills; possess interpretation and facilitation skills; be an organized self-starter capable of following detailed instructions effectively; a working knowledge of coastal ecosystems and Mississippi flora and fauna (preferred); always putting safety first for both the employee and the program participants; operating motor vehicles, boats and other electronic equipment in an efficient, safe and responsible manner, as needed; working knowledge of the Grand Bay NERR Management Plan; and, proficiency with basic software packages, including MS Office, Adobe Creative Suite, and social networking websites. The ideal candidate should have some basic familiarity with the National Estuarine Research Reserve System. The ideal candidate will possess excellent organizational skills, be creative and motivated, and able to implement multiple project tasks simultaneously. Skills in outreach, writing, field work, and kayaking are also desired. Applicant must possess a valid driver license and be able to lift at least 25 lbs., and up to 40 lbs., on occasion. Information technology skills should include proficiency in word processing, data entry and management. A portion of the work will occur outside, often under extreme weather conditions, including extremes of heat, cold, wind and rain.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in biology, marine science, land use planning, coastal management, environmental policy, botany, geology, geography, ecology, environmental education, forestry, wildlife management/biology, or a related field;

Substitution:

Above graduation from a standard four-year college or university, related education, and related experience may be substituted on an equal basis.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.